

REQUEST FOR QUALIFICATIONS
CITY OF BIRMINGHAM
Specific Grant Writing and Proposal Services
Community Development Block Grant
(CDBG)

INTRODUCTION

The City of Birmingham, Alabama is soliciting documentation of qualifications for interested firms to create a proposal for the third round of the Promise Zone Designation Competition application to the U.S. Department of Housing and Urban Development. This application will specifically detail strategies regarding how the Promise Zone Designation for the City of Birmingham will accelerate and strengthen the community's efforts at comprehensive community revitalization.

The City will review submittals displaying specific qualifications and experience in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

QUALIFICATIONS

The Proposer must display to the complete satisfaction of the City that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The Proposer should also disclose a past history and references in order to satisfy the City in regard to the Proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the potential contract and to complete to work therein.

Evaluations of the Proposer's qualifications shall include:

- The ability, capacity, skill, and all other resources necessary to perform the work of provide the service require.
- The ability to perform the work or provide the service promptly or within the time specified, without delay or interference.
- The character, integrity reputation, judgment, experience, and efficiency if the proposer
- The quality of the performance of previous like contracts or services

SCOPE OF WORK

A. General Statement:

The City of Birmingham requests documentation of qualifications for providing grant writing services for a proposal in regard to a third round of Community Development Block Grant.

B. Specifically, the City request the following services to be provided include the establishment of a written proposal to HUD in request of the specified aforementioned designation for the purposes of acceleration community revitalization in the City's most vulnerable areas.

TIMELINE

It is expected that the proposal services will be executed by the end of February 2016.

- RFQ Issued: Friday, January 8th, 2016
- RFQ Responses Due: Friday, January 22nd, 2016
- Notification of Consideration: Thursday, January 28th, 2016

The City Reserves the right to make adjustments as needed to the above schedule

QUESTIONS

Please direct all questions to: amber.courtney@birminghamal.gov